



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

**ADMINISTRATIVE ASSISTANT I**  
(Part Time/Temporary - \$15.57-\$18.92 hourly)

**THE OPPORTUNITY**

The City of San Gabriel has multiple opportunities for part-time, temporary, and/or intermittent positions at the Administrative Assistant I level. This is a great opportunity for anyone wanting to learn more about how local government works and to get hands-on experience at the ground level; opportunities exist in multiple departments.

The Administrative Assistant I classification focuses on communication efforts, customer service, and administrative projects - tasks could range from City Hall reception-area duties to the development and production of public information and/or outreach strategies and all sorts of things in between! We are looking for people who take pride in their work quality, have an excellent work ethic, and enjoy paying attention to detail.

**DESIRED QUALIFICATIONS**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be relevant college coursework in public administration or a related field; previous experience with, or a passion for, local government is desirable. Possession and maintenance of a Class C California Driver's License and satisfactory driving record are also required. **Compensation of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.**

**APPLICATION PROCEDURE**

**Candidates must submit a City of San Gabriel application, résumé, and cover letter.** We hope to receive a large number of qualified applicants, so your cover letter is your opportunity to speak directly to us, carve yourself out from the crowd, and make us want to meet you! *Selection of candidates to interview will be directly based on the quality of the materials you submit at this stage.*

To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **We will be accepting applications on a continuous basis. There are no vacancies at this time; however, future vacancies may be filled by this recruitment.** *Faxed or emailed applications and/or résumés are not accepted.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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*The provisions contained in this bulletin do not constitute an expressed or implied contract and may be modified or revoked without notice.  
Applicants with legal disabilities, who require testing accommodations, must contact the HR Department at least five days prior to the examination date.*

**HUMAN RESOURCES DEPARTMENT**

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